

WEST VIRGINIA DIVISION OF JUVENILE SERVICES

POLICY NUMBER:

110.00

PAGES:

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CHAPTER:

Administration and Management

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; Division of Personnel Rules Section 16; ACA 3-JTS-1A-29; ACA 3-JDF-1A-33; ACA 3-JCRF-1A-20

SUBJECT: Political Practices

DATE: April 1, 2009

POLICY

This Policy is to ensure all employees conform with governmental statutes and regulations relating to campaigning, lobbying, and political practices.

CANCELLATION

This policy has been reviewed and supersedes Policy 110.00 dated January 1, 2008.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' employees.

PROCEDURES

- 1. Employees may:
 - a. Serve as a poll clerk or worker.
 - b. Be a candidate for or serve as a delegate to any state or national political party convention.
 - c. Voluntarily campaign for a candidate or party during non-work time, off of State property, and without use of State supplies or equipment within the provisions of Election Guidelines and law, so long as they are not paid a fee other than actual expenses incurred.
 - d. Voluntarily sell tickets to political affairs to individuals other than employees of the classified service.

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- e. Voluntarily erect campaign signs on private property, as long as property is not used as State office or official office site by the State.
- f. Voluntarily attend political dinners, rallies, and dances.
- g. Voluntarily serve on campaign committees for a candidate, so long as not receiving compensation for service.
- h. Be a candidate for local partisan or nonpartisan elective office by taking a leave of absence commencing with filing date. However, if elected, must resign from the classified service.
- i. Voluntarily make a monetary contribution to a political party or candidate not to exceed limitations established by law.
- j. Voluntarily display campaign stickers, posters, etc. on a personal vehicle at such times as vehicle is not being utilized for State business.
- k. Wear campaign buttons, display bumper stickers or wear apparel with political logos or endorsements during non-work time off State property, and out of State issued uniforms
- Be a candidate to unpaid non-partisan local or State office or unpaid partisan local office. A leave of absence is not necessary to be a candidate for an unpaid elective office permitted by statute.

2. Employees may not:

- a. Sell tickets to political affairs to employees in the classified service.
- b. Serve as a campaign financial agent or treasurer.
- c. Be a candidate for any national, State paid public office, or court of record.
- d. Be a member of any national, State, or local committee of a political party.
- e. Hold any paid elective public office.
- f. Solicit or receive any assessment, subscription, or contribution from employees in the classified service.

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- g. Use any official authority or influence to interfere or influence an election or nomination for office.
- h. Post or distribute campaign literature in a State office building. This includes employee organization bulletin boards.
- i. Directly or indirectly coerce, attempt to coerce, command or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, organization, agency, or person for political purposes.
- j. Wear apparel with political logos or endorsements or wear campaign buttons during work hours if their position requires they be observed by or be in contact with the public.
- 3. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

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APPROVED:

Date